

*Office Memorandum* • UNITED STATES GOVERNMENT

TO : Chief, Records Management and  
Distribution Branch  
FROM : Chief, Supply Division, PSO  
SUBJECT: The Establishment of Policy for Purchasing Letter and  
Legal-size Filing Cabinets

DATE: FEB 3 1953

1. This Office concurs in recommendations cited in  
reference communication dated 22 January 1953.

2. It is suggested that an effective date to establish  
the policy be set by your Office, and also the policy be  
published as an Agency Notice by DD/A.



25X1

PSO/NJO'D;pb (2 February 1953)

## Distribution:

- 1 - Courtesy
- 1 - SD
- 1 - SD/SCB
- 1 - SD/SCB/SES

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SECURITY INFORMATION